



Assistive Technology - BC

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Guide to Getting Started - Inspiration v. 8.0

There are two ways to start this program, (which is already installed on your computer):

From the Desktop

Find the icon on the Windows desktop which says **Inspiration**

1. Double left click the **Inspiration** icon on the Windows desktop.

From the Start Menu

1. Left click **Start** on the taskbar.
2. Point to **Programs**
3. Point to **Inspiration** on the menu and left click

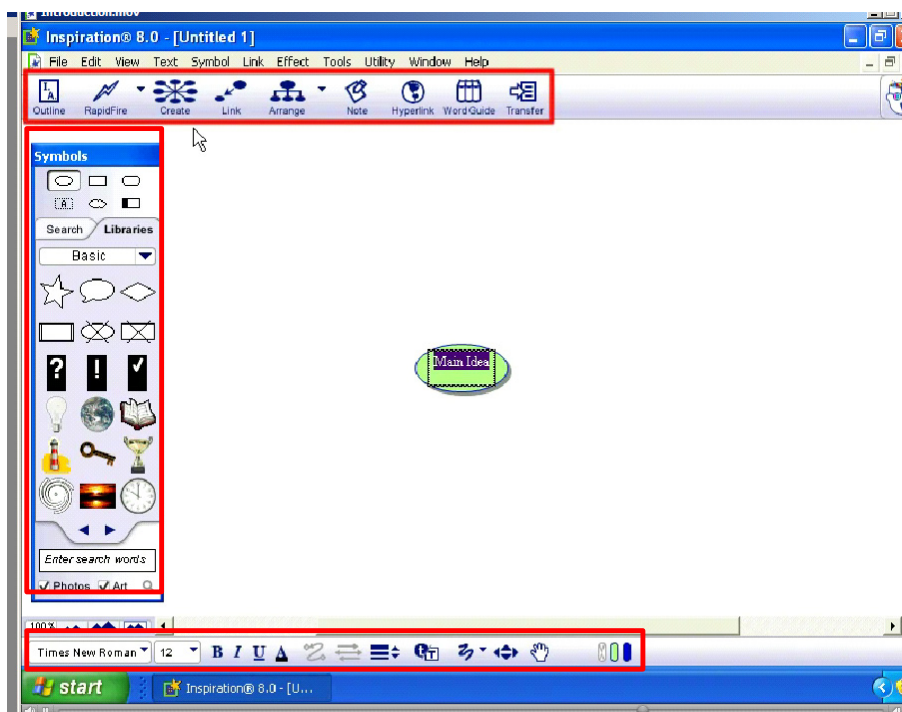
Inspiration opens to the *Inspiration Starter*, from which you can choose to Create a Diagram, Create an Outline, Create a Mind Map, Open an existing File, or use a Template or other examples.

Click **Create a Diagram** to begin using Inspiration in Diagram View

Diagram View where you process, organize, and prioritize information visually. You will see the following on the screen:

Inspiration Toolbars and Symbol Palette:

The **Diagram toolbar** is along the top, the **Formatting toolbar** is at the bottom and the **Symbol Palette** is found on the left hand side of the screen.



When you open **Diagram View**, a symbol appears in the centre of the screen, with the placeholder text, **Main Idea**, selected. It is now simple to get started – just enter a topic of your choice into the **Main Idea** symbol, (for example, as in the Tutorial in the Inspiration Manual, type **Career Thoughts**).

There are many different ways to create new symbols in **Diagram View**:

1. The **Create** Tool adds a new linked symbol/symbols; in the direction you choose, (for further details refer to the **Inspiration** manual, Chapter 2).
2. The **RapidFire** tool allows you to quickly capture ideas by brainstorming, allowing you to concentrate on entering information rather than creating symbols one at a time. **RapidFire** places ideas in a freeform structure, without worrying about organizing, (for further details refer to the **Inspiration** manual, Chapter 2).
3. Adding an **Unconnected** symbol; using point and type will allow you to add an unconnected idea without knowing exactly where it should fit, (for further details refer to the **Inspiration** manual, Chapter 2).
4. You can replace a symbol with one from the **Symbol Palette**, which has over 1300 colourful, high-resolution symbols, including photographic-quality images and animated symbols, which are organized into categories and symbols, (for further details refer to the **Inspiration** manual, Chapter 2). You can use drag and drop to add a symbol from the **Symbol Palette** to represent a new idea; if you use this feature the symbol is not connected to other symbols. Links can be added between symbols.
5. **Adding text on the link** defines the relationship between the symbols. For each symbol in a diagram, a **note** is available. **Notes** allow you to expand ideas and actually begin the writing process, while continuing to work in the visual format. Because people work in different ways, notes are flexible. After you add a note to a symbol, it is easy to **move** the note to another location on the symbol, or any open place on the diagram, (for further details refer to the **Inspiration** manual, Chapter 2).
6. You can **move** a symbol to another location in the diagram, and you can change the **colour** of symbols. This will allow you to customize the look of symbols, distinguish items in a diagram or identify a group of related items, (for further details refer to the **Inspiration** manual, Chapter 2).

Saving your Work:

Whenever you are working on a document, it is a good idea to save it on a regular basis. To save a document for the first time, or to save a document that you have already saved under the current name, use the **Save** command:

- On the **File** menu, choose **Save**. The dialog box appears with the main idea as the name of the file.
- If necessary, navigate to the folder in which you want to save the diagram. Click **Save**. In Windows the File is saved with an **.isf** extension.

Quitting Inspiration:

To close your file and quit Inspiration:

1. On the File menu, choose **Exit**. If you have made changes to the document, **Inspiration** asks if you wish to save those changes.
2. Click **Yes** to save your changes and quit **Inspiration**.